

NOTES FROM THE DIRECTORS

REPORT CARD INQUIRY PROCESS - Begins September 26th

With the upcoming release of the preliminary report cards in SAFE, we will again have an inquiry process during which schools and districts can report potential data issues to OEA. School and district staff have a one-week window – from **Monday, September 26 to Monday, October 3** – to initiate an inquiry into the data used on their report card. Please note that public school report cards are based upon certified Individual Student Enrollment System (ISES) data and Wisconsin Student Assessment System (WSAS) results, both of which have already been verified by districts. In the case of choice schools, the calculations are based on data in WISEdata and WSAS.

To initiate an inquiry, complete the inquiry form on [OEA's report card page](#) and email it to the Office of Educational Accountability (oeaemail@dpi.wi.gov) any time next week. You do not need to send evidence with the inquiry form. Once you submit your form, you will receive a reply with instructions for sending evidence, if warranted. Inquiries are time intensive processes. OEA is committed to providing timely and helpful support for any schools or districts seeking an inquiry, but please note that the sooner we receive an inquiry form, the better.

REPORT CARD RESOURCES - Now online

We have posted a number of resources to assist you in understanding, explaining, and using the School and District Report Card data. These resources pertain to the 2015-16 report cards, which we'll release securely via SAFE on Monday, September 26.

- Interpretive Guide
- Report Cards At-A-Glance
- Report Card FAQ
- Value-Added Brief
- Value-Added Technical Manual
- Variable Weighting Calculator

These resources are provided on our [report card page](#) as well as our [resource page](#). If you have any questions, feel free to contact us (oeaemail@dpi.wi.gov) or your [Accountability Trainer](#).

Finally an important reminder: there are several statutorily-required changes to the report cards this year: new assessments, variable growth weighting, and use of value-added for growth calculations. These requirements may, for some districts and schools, result in significant changes in report card scores from prior years. OEA will support your school or district's communication needs in preparation for the public release of report cards on October 31. We plan to provide sample parent letters, media release templates, and other resources based on the questions and comments you all share with us starting next week.

~Laura

Laura Pinsonneault, Director - Office of Educational Accountability

WISEdata UPDATE

The Office of Student Assessment will use student demographic data from our new WISEdata system to prepare test materials for students, and to populate online testing portals. This is an improvement over previous years when DPI collected demographic data only at specific times of the year through the ISES collections. The WISEdata system draws student demographic data directly from district Student Information Systems throughout the year, thus leading to more accurate data being loaded to the testing portals, less data cleanup for districts, and more reliable reporting and accountability determinations. If you would like to learn more about WISEdata, please see the [WISEdata web page](#).

OSA OFFICE HOURS WEBINAR

Our first OSA Office Hours webinar in 2016-17 is scheduled for next Thursday, September 29 from 9:30 - 10:30. We'll provide some orientation to DAC roles and responsibilities, just-in-time updates, and answer your questions regarding statewide assessments. Access information for the webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (*A supplemental calendar invite containing a one-page audio connection reference guide will be emailed soon as well*)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

EDUCATOR EFFECTIVENESS EXPLAINER MATERIALS

In the spirit of collaboration and as part of our ongoing efforts to highlight connections to continuous processes of improvement, we wanted to make you and your teams aware of some recently released materials from our friends on DPI's Educator Effectiveness team. A new animated video is available, and other materials have been updated, to help explain the purpose and structure of the Wisconsin Educator Effectiveness System. Please feel free to check out these [resources](#) and share with your colleagues. Please refer to the [EE web page](#) if you have questions or need to contact an EE team member.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- **NEW - Forward Exam District Technology Coordinator (DTC) Training:** Please ensure this information is forwarded to your district's technology coordinators.
 - DTC training (see description at registration link below) is scheduled for **October 12** from **1:00pm - 3:00pm**. The event will be delivered online via a Skype Broadcast meeting. A Skype for Business account is not needed, and DRC will host a "test meeting" one week before the training meeting so connections can be tested before the

training date. This event will be recorded and posted on the DPI website for those who cannot attend. [Please register here](#) prior to the meeting.

- **REMINDER - DRC Maintenance Outages**

- DRC will have an upcoming maintenance outage that will affect all DRC systems. The outage is scheduled to occur over the weekend to limit possible impacts to users as much as possible.

- *Friday, September 30 at 5PM to Sunday, October 2 at 11:59PM*

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing

- **NEW - Upcoming Communications from ACT**

- In October, ACT will send a “Welcome to Your Testing Program” overview email to DACs and testing coordinators on file.
- The week of November 7, ACT will send an email to DACs and testing coordinators on file with instructions on how to manage and update testing coordinator contact information.
- **Note:** The October establishment process has been eliminated, so no action is required at this time.

ACCESS for ELLs

- **NEW - WIDA AMS Availability**

- The WIDA AMS should be open for all users by the end of 9/22. Look for an email from WIDA Customer Support with information regarding your account.

- New DACs who did not register before 9/16 should register [here](#) and email jesse.roberts@dpi.wi.gov to ensure that their accounts are activated.

- **REMINDER - Your SIS should push data to WISEdata in October for Rosters**

- District EL and SIS staff will need to ensure that students have the appropriate ELP code in the local SIS. Students in grades 4-12 who should be reclassified as Former ELs based on their 2015-16 ACCESS for ELLs score should have ELP code 6.
- DPI will pull Public School rosters from WISEdata in late October.
- Districts without a certified SIS vendor may need to take extra steps to ensure Public School rosters are created. Details will be released in mid-October.

- **REMINDER - Districts may choose to upload Private School Rosters in October**

- Districts with substantial numbers of Private School students taking ACCESS for ELLs may elect to upload PreID files October 4 - November 1.
- These students will receive PreID labels to be placed on booklets to avoid bubbling in student information.
- DPI will upload the statewide Public School roster on November 1.

- **REMINDER - The 2016-17 ACCESS for ELLs calendar is located [here](#).**

- **REMINDER - Updated training materials for 2016-2017 are available on the [WIDA website](#).**

- **REMINDER - Webinar Dates available [here](#).**

Dynamic Learning Maps (DLM)

- **NEW - Individual Student Reports-Bundled Versions**
 - The ***bundled*** version of DLM ISRs in [Educator Portal](#) is not functioning correctly. The bundled version of the ISRs allows districts to print multiple student reports at the school-level at one time.
 - DLM has developed a work around for this issue in order to help districts print and distribute reports in a timely manner. All District Assessment Coordinators will receive two emails from dml@ku.edu. These emails will contain a link to the secure DLM file transfer site as well as the district specific password. Districts will then be able to download bundled versions of the reports at a school-level. **The link and password will be available for only 7 days.**
 - DLM will continue to work on loading the bundled version of the ISR in Educator Portal.
- **REMINDER- Individual Student Reports** (single) are available in [Educator Portal](#). Reports are available only to those with the roles of District Superintendent, District Test Coordinator and Building Test Coordinator. Please download and share with teachers and parents. Refer to the bottom of the [DLM Data and Results webpage](#) for helpful resources related to the DLM ISRs.
- **REMINDER - DLM Required Test Administration Training** is now live in [Moodle](#). Both returning and new test administrators must complete the modules and open the certificate of completion prior to using the optional Instructional Tools Interface or the required Spring Assessment. More information about the required training can be found in the [Guide](#).
 - All educator portal 'teacher' accounts have current access to the trainings. DACs are now loaded as 'facilitators.' Additional 'facilitators' can be added by the test coordinator by locating the Facilitator Trainer Template available on the [DLM Webpage](#).
- **REMINDER - KITE® Client 3.0** (secure browser) ***was released on 9/16***. All users must install the new KITE Client in order to deliver the DLM alternate assessment during the 2016-17 school year. The new software update covers all platforms and includes new Chrome and iPad apps. For more information on KITE Client, including status, system requirements, and installation instructions, click [here](#).

Assessment of Reading Readiness (formerly PALS)

- **REMINDER - 2016-17 Reading Readiness Assessment:**
 - DACs should notify their business offices to use "Source 630 Project 522" when purchasing the literacy screener required by Wis. Stats. 118.016.
 - Districts will be able to seek reimbursement for 2016-17 expenses in the spring 2017 semester. DPI will be creating a reimbursement request form for districts to submit their expenses.
 - More detailed information can be found at: [Reading Readiness Overview](#) and [Reading Readiness FAQ](#).

National Assessment of Educational Progress (NAEP) for select schools only

- **REMINDER** - Fall mailings went out to school principals **last** week.
 - Principals should designate a NAEP School Coordinator, and give the enclosed folder to that designee.
 - The folder contains information about registering for MyNAEP (www.mynaep.com), where most NAEP pre-assessment activities take place.
 - Please note the following deadlines, outlined in the mailing:
 - ASAP- Register for MyNAEP
 - October 15 - Complete the "Provide School Information" form on MyNAEP
 - October 31 - Submit student list via "e-file" on MyNAEP
 - **On Monday of this week**, DACs (in districts with schools selected for NAEP) should have received an email with district MyNAEP registration information to help monitor or provide assistance to schools.
 - **NEW:** Note that this registration ID is for a *district* view only; if the DAC will also serve as the designated NAEP School Coordinator, please use the *school* registration ID that was mailed in the packet, which will allow for full access to all content on MyNAEP. Contact Angela (angela.dugas@dpi.wi.gov) with any questions.

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
September	19: WIDA AMS open for existing users	ACCESS
	26: New DACs added to WIDA AMS	ACCESS
	29: OSA Office Hours Webinar	General
October	4: Test material ordering window opens	ACCESS
	4: Pre-ID upload window for non-public schools opens	ACCESS
	12: Forward Exam District Technology Coordinator Training (online)	Forward
	15: NAEP schools register for MyNAEP and complete the "Provide School Information" form	NAEP
	31: NAEP schools submit student list via "e-filing" on MyNAEP	NAEP

Important Tasks to Remember	
<input type="checkbox"/> Distribute ISRs (parent letter/ISR overview available here) <input type="checkbox"/> Register for the District Technology Coordinator Training (online)	Forward
<input type="checkbox"/> Note ACT, ASPIRE, and WorkKeys 2018 administration dates; communicate to relevant team members <input type="checkbox"/> Print and distribute ACT WorkKeys NCRCs <input type="checkbox"/> Print and distribute ACT Aspire Individual Student Reports (ISRs)	ACT High School Assessments
<input type="checkbox"/> Ensure user accounts are up-to-date on WIDA.us, WIDA-AMS.us websites <input type="checkbox"/> Note webinar dates; share with district staff who may be interested	ACCESS
<input type="checkbox"/> Update secure browser for DLM KITE Client	DLM

<input type="checkbox"/> Add new users to Educator Portal <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible <input type="checkbox"/> Print and Distribute DLM Individual Student Reports (ISRs)	
<input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ	Reading Readiness
<input type="checkbox"/> Register for myNAEP	NAEP (selected schools only)

Online Resource Highlights*

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Contains	Assessment
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA
EE Resources	Video and resources to support understanding and explaining of WI's EE System	EE
DLM Data & Results resources	A sample parent letter for distribution with ISRs A one-page guide to downloading ISR reports	DLM
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	ACCESS
Spring 2017 and 2018 ACT and Workkeys Calendar	Provides 2017 and 2018 assessment window dates	ACT/WorkKeys